



Pete Ricketts, Governor

MEMORANDUM

TO: All Agencies, Boards and Commissions; Fixed Asset Coordinators

FROM: Jennifer Sommars-Link, Materiel Administrative & Legal Services Manager

DATE: March 27, 2019

SUBJECT: Fixed Asset Threshold / Modifications to Annual Inventory Requirements

We are pleased to announce several changes related to fixed assets and annual inventory reporting requirements that we hope reduce regulatory requirement and improve agencies' abilities to effectively and efficiently manage their asset inventory. Should you have any questions or concerns regarding any of the below changes, please contact Jennifer Sommars-Link, Materiel Administrative and Legal Services Manager, at Jennifer.sommarslink@nebraska.gov, 402-471-1405.

PLEASE READ CAREFULLY

- **THE CAPITALIZATION THRESHOLD IS BEING RAISED TO \$5,000.** Items meeting or exceeding the capitalization threshold established by each agency are required to be entered and tracked in the EnterpriseOne Fixed Assets Module. Agencies may still establish policies with capitalization thresholds at dollar amounts *below* \$5,000 per item at their own discretion for items.

Exceptions Regardless of Cost Include:

- **Firearms** – All **firearms** are required to be listed in EnterpriseOne as fixed assets, regardless of cost.

NOTE: Previously (since 7/1/2015) computers (to include computer towers, laptops, notebook computers and tablet computers) were considered exception items. **This is no longer a requirement, however is optional pursuant to an agency's established policies.**

- **SCANNING OF FIXED ASSETS IS AN OPTION AS OPPOSED TO A REQUIREMENT.** As per State Statute 81-1118.02 Agencies, Boards, and Commissions are required to conduct an annual inventory of all property belonging to the State of Nebraska and in their possession, custody, or control as of June 30. The report is to be completed and filed with the Materiel Administrator by August 31, 2019.

The previously accepted report format was the Auditor F/A Listing Report (R5509273) generated out of

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EnterpriseOne. This report is still an option for agencies to be used as their annual inventory; however, Materiel Division will now accept an annual inventory in whatever format is convenient for your agency. (e.g. the same inventory/spreadsheet used for contents insurance purposes and provided to Risk Management, which would likely include both fixed and non-fixed assets). Similarly, how your agency chooses to conduct your physical inventory and account for your agency's asset inventory will also be at the discretion of the agency. The ability to scan will remain an option and Materiel Division will continue to offer loaner scanners.

- **PROJECT TO UPGRADE SOFTWARE AND HARDWARE IS UNDERWAY.** Many users of handheld scanners are aware and have expressed concern regarding aging hardware. The software upgrade project is underway and we will be evaluating hardware needs and options as part of that project. We will be sharing additional information as appropriate with Fixed Asset Coordinators.
 - **NEW ASSET MANAGEMENT MANUAL.** You will start seeing a transition in term usage from "Fixed Assets" to "Asset Management." This is to ensure that we are not only acting to manage those assets which are capitalized but those items that are under the capitalization threshold as well. The Manual replaces outdated information previously published. This document is for the agencies' use. Should there be any questions, concerns, suggested modifications or the like, please let us know.
 - **STANDARD ANNUAL INVENTORY INFORMATION TO NOTE.** As your inventory management relates specifically to fixed or capitalized assets, please note the following information:
 - **Reports:** To ensure the State properly reflects all required fixed asset financial information in EnterpriseOne, it is essential that fixed asset records are complete and accurate. To assist in this process, agencies should generate the following EnterpriseOne Fixed Asset Reports:
 1. Fixed Asset No Cost Integrity Report (R55362) – used to identify fixed asset records with no cost attached
 2. Unposted Fixed Assets Transaction Report (R5512311) – used to identify costs which must be posted to the appropriate fixed asset record
 3. Auditor F/A Listing Report (R5509273) - either by tag number or location (for item codes greater than 15)
 - **Guides:** Additional information and full instructions are available in the EnterpriseOne Training Guides found at: http://das.nebraska.gov/nis/training_manuals-9.1/Fixed%20Assets/index.html under *Lesson 7: Running Reports*.
 - **How to submit annual inventory:** When submitting an annual inventory to the Materiel Administrator, agencies should submit a certification memo and the inventory either in hard copy (inventory can be contained on a CD or disk) or via email to as.MaterielFixedAssets@nebraska.gov.
- *NOTE: As required by Section 81-1118.02 please ensure that your inventory memo states positively that each item of your property has been indelibly tagged, marked, or stamped with the following: Property of the State of Nebraska.**
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Questions regarding asset management, fixed assets or non-fixed assets, may be emailed to: as.MaterielFixedAssets@nebraska.gov. Please note, general ledger, depreciation, and other accounting issues will be forwarded to State Accounting.

FOR BARCODE SCANNER USERS

Should your agency chose to use barcode scanners, the updated and revised Barcoding Manual can be found on the Materiel Division – Surplus Property website at <http://das.nebraska.gov/materiel/surplus/fixed-asset.html>. This now includes a troubleshooting section. Additional information and guides can be found in the E1 guides located at: http://das.nebraska.gov/nis/training_manuals-9.1/Fixed%20Assets/index.html, under *Lesson 8: Barcode Scanning*.

Questions on operating handheld scanners can be directed to as.MaterielFixedAssets@nebraska.gov.

Individual User ID's for the barcode scanners can be established for EnterpriseOne Fixed Asset roles of FA15, FA20, FA30 and CAMs roles of CM20, CM21, CM25, CM30, CM31 and CM35. Barcode scanner security is based upon the user's security in EnterpriseOne. This allows the user to access only the fixed assets within their role. All other assets scanned will be identified as "Alien Assets." As with any technology based system, it is imperative employees do not share their User ID's and passwords with anyone. If a User ID needs to be established, please send an email to as.MaterielFixedAssets@nebraska.gov.

Alien Assets: If your agency has your area(s) a leased copier or other asset that belong to another agency/state entity, please scan these fixed assets. It will appear as an "Alien" asset, which will then allow the owning agency to verify the location and scan of the asset within EnterpriseOne. If you have a leased copier, and it is not tagged, please contact Copy Services for tag information (402-471-2912).

As always, should you have any suggestions for how we can be of service to you, any and all suggestions are welcome and encouraged. Thank you!

